



JON S. CORZINE  
Governor

## New Jersey Office of the Attorney General

Division of Consumer Affairs  
State Board of Marriage and Family Therapy Examiners  
Professional Counselor Examiners Committee  
124 Halsey Street, 6<sup>th</sup> Floor, Newark, NJ 07102



ANNE MILGRAM  
Acting Attorney General

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Acting Director

**Mailing Address:**  
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Dear New Jersey Counselor Association:

The Professional Counselor Examiners Committee will soon begin sending letters to licensed professional counselors, licensed rehabilitation counselors and licensed associate counselors whose licenses are scheduled to expire on November 30, 2006, and I am writing to ask for your assistance in our updated renewal process. The renewal letters will provide each licensee with a Logon ID and Password that is unique to each licensee. This information will enable the licensee to renew his or her license online via the Division of Consumer Affairs' Web site through a secure server.

Any licensee who chooses not to renew his or her license online will be required to request a paper renewal form by dialing into an Interactive Voice Recognition (IVR) System at 973-273-8090. Paper renewal applications will no longer be mailed out automatically to licensees, as was the standard practice in years past. Rather, paper renewals will only be mailed to those licensees requesting them by dialing into the IVR System.

As we embark on this initiative, we would appreciate your support by encouraging your members to renew their licenses online. Renewing one's license online serves a number of purposes. Aside from the ease it affords the licensee, renewing one's license online also offers the Board a cost efficient and expeditious way of obtaining and verifying up-to-date information for the licensure database.

Please be aware that individuals who do not renew online or do not request a paper renewal application through the IVR System in a timely manner may have their license suspended 31 days after his or her license expires and may be charged a reinstatement fee.

If you would like to discuss this matter further, please do not hesitate to contact me, Celeste Sweeper or Agnes Almeida at 973-504-6582, Monday through Friday between 9 a.m. and 5 p.m.

Thank you in advance for your assistance in this new process.

Sincerely,

Elaine L. DeMars  
Executive Director